

# **Training 4-1: Report Card, Student Information System, and WISEdata**



Welcome to the Wisconsin Department of Public Instruction's training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

This training module will discuss general school requirements.

## **Private School - Choice Students Report Card**

- All Choice schools receive a Private School - Choice Students Report Card.
- This school report card only includes Choice students.

All private schools participating in the Private School Choice Program (PSCP) will receive a Private School - Choice Students Report Card. The Private School - Choice Students Report Card issued only includes Choice students at the private school.

## Private School - All Students Report Card

- Choice schools may choose to also have a Private School - All Students Report Card.
- This report card includes both Choice and non-Choice students.
- Choice schools indicate on the Private School - All Students Report Card Form if the school will receive this report card.
- The Private School - All Students Report Card Form is due by the first weekday in August.

Choice schools have the option of receiving a Private School - All Students Report Card in addition to the Private School - Choice Students Report Card. The Private School - All Students Report Card includes both Choice and non-Choice students at the private school.

All Choice schools must complete a Private School - All Students Report Card Form indicating if their school will receive a Private School - All Students Report Card. On this form, schools will choose to either opt to have, or not have, this additional report card. The Private School - All Students Report Card Form is due by the first weekday in August and should be signed, scanned and emailed to the department at [PrivateSchoolChoice@dpi.wi.gov](mailto:PrivateSchoolChoice@dpi.wi.gov). Choice schools who are not making a change to their prior year report card option do not need to send a new form. A link to the Private School - All Students Report Card Form can be found on the DPI School Submitted Reports and Form webpage in the resources tab at the top of the training module screen.

After the first weekday in August, the next opportunity to change the school's option for the Private School - All Students Report Card is the following August. Due to data collection processes, the department cannot change the data collection for Choice and non-Choice students until the next school year.

## Private School - All Students Report Card (continued)

- Choice schools opting to have a Private School - All Students

Report Card will:

- Administer state required assessments for all students, Choice and non-Choice.
  - Submit student-level data elements for all students, Choice and non-Choice.
  - Inform parents of non-Choice students that student-level data is being submitted.
- Choice schools must submit two years of data before a Private School - All Students Report Card is issued.

Choice schools who opt to have the Private School - All Students Report Card will administer, pay for, and submit performance and participation results for all non-Choice students for all state required assessments. Parents may opt their child(ren) out of the state required assessment as provided by state law.

Choice schools who opt to have the Private School - All Students Report Card will submit to the DPI the student-level data elements such as enrollment, attendance, high school completion (if applicable), dropout, and student demographic data for all students.

If a school opts to have a Private School - All Students Report Card , the school must inform all the parents of non-Choice students that the school will have a Private School - All Students Report Card and that student-level data for non-Choice students will be submitted to the DPI for report card purposes.

Choice schools will need to submit a minimum of two consecutive years of data for its non-Choice students before a Private School - All Students Report Card will be issued for a school. The DPI will issue a Private School - All Students Report Card if there is sufficient data to calculate a score.

## Report Card Secure Release

- DPI provides a secure release of report cards for school review prior to the public release.
- Data is not redacted or suppressed in the secure report cards.
- Secure report cards and data from secure report cards should never be shared with the public.
- Schools access SAFE, DPI's Secure Access File Exchange, to review the secure reports.

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DPI provides a secure release of report cards for school review prior to the public release. Schools access SAFE, DPI's Secure Access File Exchange, to view the secure reports. A link to SAFE is available in the resources tab at the top of the training module screen.

Student data is not redacted or suppressed in the secure report cards. The secure release version of the report cards includes data for groups of less than 20 students; however the scores are not based upon these groups. Individual student information could be derived from these report cards.

Please note that even if the school has less than 20 students, Choice schools will submit secure attendance, graduation and demographic data for all Choice students and also non-Choice students if the school opts to have a Private School - All Students Report Card.

All report cards in SAFE are considered preliminary and secure and should not be shared with local media, the parents, or other members of the public. Further, As a secure report, they contain potentially identifiable student information, and have not been redacted. As such, and because the report cards are preliminary and subject to change, the secure reports and any information on the report cards

may not be shared with your local media or with parents.

DPI takes student privacy seriously and reminds educators of the following data privacy issues:

1. Secure report cards in SAFE contain potentially identifiable student information; they are un-redacted.
2. Secure report cards, all data, scores and ratings contained within, are embargoed. They are never for public release. The secure data is to be used by educators to drive their continuous school improvement efforts.
3. Do not share the secure reports or any information from the secure report cards with local media, with parents or the school's governing board. Please use the public report cards for those audiences.

## Report Card Public Release

- Choice schools can share the public report card.
- Data is redacted and suppressed in public report cards.
- These report cards are available on the DPI Office of Educational Accountability webpage.

Choice schools can share the public release version of the report cards. These report cards have redacted student data, as applicable, and can be shared with local media, parents, the school's governing board, or other members of the public.

DPI does not calculate scores for, nor present data based upon, groups of fewer than 20 students in the public report cards. For the public report cards, any groups of less than 20 students appear as "<20".

The public report cards are available on the DPI Office of Educational Accountability webpage.

## Provide Report Card to Parents Annually

- Choice schools must provide parents with a copy of the school's report card(s) and a list of all educational options available to parents each year.
- A list of educational options that may be helpful to Choice schools is available in the resources tab.

Please note, Choice schools are required, under Wis. Stat. §115.385(4), to annually provide parents with two things: a copy of the school's report card(s) and a list of all available educational options.

Each school shall simultaneously provide to the parent or guardian of each pupil enrolled in the school a list of the educational options available to children who reside in the pupil's resident school district, including public schools, private schools participating in a parental Choice program, charter schools, virtual schools, full-time open enrollment, youth options, course options, and options for pupils enrolled in a home-based private educational program.



## Post Report Card to School Website

- Choice schools that have a school website are required to post the school's report card(s) to the school's website home page within 30 days after DPI publishes the report cards.

Choice schools who have a school website are required, under Wis. Stat. §§ 119.23 (9m) and 118.60 (9m), to post the school's report card(s) to the school's website home page within 30 days after DPI publishes the report cards. Choice schools must prominently link, from the school's home page, the school's most recent report card(s).

## Report Card Resources

- Information regarding report cards can be found as follows:
  1. Go to the DPI Private School Choice Programs webpage link available in the resources tab.
  2. Click on “Report Cards” on the left menu bar located under “Related Links”.

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The Report Card webpage has several resources to help schools learn about the report cards including the “Report Card Guide”, “Report Cards At-A-Glance”, and “Technical Guide”. Additionally, Choice schools may be interested in a new resource this year; the memo titled “Calculating Percent Choice Enrollment” provides information about that data point in the School Information box on the front page of the report cards.

## Report Card Questions

- Choice schools should contact DPI's Office of Educational Accountability at [oeamail@dpi.wi.gov](mailto:oeamail@dpi.wi.gov) with any questions about the report cards.

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## Student Information System (SIS)

- All schools participating in the Private School Choice Program (PSCP or Choice) must have a SIS capable of exchanging data with the WISEdata system.
- New Choice schools must have an operational SIS prior to the first day of school in which a school first participates in the PSCP.
- Please see the “Welcome to WISEdata” document under the resources tab for information for new schools.

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Next, the presentation will provide an overview of the Student Information System requirements for Choice schools.

Private schools participating in the Private School Choice Program (PSCP) are required to have a commercially-available student information system (SIS) capable of exchanging data (interoperating) with the state WISEdata system.

New Choice schools must have an operational SIS vendor capable of exchanging data with the state WISEdata system prior to the first day of school in which a school first participates in the PSCP.

Continuing schools must maintain a SIS vendor capable of exchanging data with the state WISEdata system and update the data in the school's SIS to flow through to the state WISEdata system.

Choice schools that fail to meet these requirements may not receive their PSCP payments.

## Student Information System (SIS) Vendors

- The list of SIS vendors is available on the WISEdata Info for Schools webpage.

Schools should select a vendor from the SIS vendor list that has been certified for Choice schools. These vendors are capable of exchanging data with the state WISEdata system for Choice schools. The list includes a column showing which vendors have been certified.

New schools should not delay selecting a vendor, starting a SIS project to implement the vendor system at your school, and loading student data in the SIS as this process can take several months.

# Choice School Data Elements

- The “Choice School Data Elements” has a description of each data element. Schools can access the data elements on the WISEdata Info for Schools webpage. Each data element has its own page where information can be found as well.
- The data elements submitted by Choice schools can be summarized in three groups:
  1. personally identifiable information;
  2. demographics; and
  3. education outcomes.

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The last part of the presentation will review WISEdata information including “Choice School Data Elements”, WISEids, and Snapshots.

The “Choice School Data Elements” has the student data that schools will load into their SIS to flow through to the state WISEdata system. The “Choice School Data Elements” has a list or table of expected values for each data element. Schools should carefully review this information to understand the data. The data elements are organized into three groups: personally identifiable information, demographics, and education outcomes.

Each Choice school is responsible for the work of gathering the student data, completing entry into the SIS, and submitting the student data to the state WISEdata system.

It is very important that the data reported each year by Choice schools is complete and accurate, because the data is used in the school’s current year report card(s) and in future years to calculate growth.

## Choice Schools Sending Student Data

- Which students should be included when sending data from the SIS to the WISEdata system?
  - All Choice students
  - Choice schools that opt to have a Private School - All Students Report Card will also submit data for non-Choice students

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Choice schools will indicate in their SIS which students are Choice students. Schools should contact their SIS vendors to learn more about this process.

Choice schools will send data for all Choice students. Choice schools that opt to have a Private School - All Students Report Card will also send data for all non-Choice students.

As mentioned in the Report Card section of this presentation, Choice schools with less than 20 students must submit data for students. DPI does not calculate scores for, nor present data based upon, groups of fewer than 20 students in the school report cards. The public release version of the school report cards show groups of less than 20 students as “<20”.

All Choice schools must submit secure attendance, graduation and demographic data for Choice students. Choice schools who opt to have a Private School - All Students Report Card will also submit secure attendance, graduation and demographic data for non-Choice students. This data, along with student-level assessment data, will be used to create the annual school report cards mandated by the state legislature.

# WISEids

- A WISEid is a unique, permanent and unduplicated person identifier assigned to each student by DPI.
  - All Choice students must have a WISEid.
  - All non-Choice students must also have a WISEid for Choice schools who opt to have a Private School - All Students Report Card.
- WISEid Help has resources for schools to understand how schools acquire WISEids for their students.

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A WISEid is a unique, permanent and unduplicated person identifier assigned to each student by DPI.

All Choice students must have an assigned WISEid. Choice schools that opt to have a Private School - All Students Report Card must have WISEids for both Choice and non-Choice students.

WISEid Help has resources for schools to understand how schools acquire WISEids for their students. Schools should review the FAQs, Training Videos, Quick Start Guide and other resources to learn more about this process.



## Snapshots

- DPI will take four separate snapshots of the data sent by Choice schools:
  - 3rd Friday September snapshot;
  - Assessment Demographic snapshot;
  - Attendance snapshot; and
  - Year-end graduation and dropout snapshot.
- See resources tab for a link to the snapshot timeline.
- It is critical the data is complete and accurate before the snapshots.

DPI will take four separate snapshots of the data sent by Choice schools: the 3rd Friday September snapshot, the assessment demographic snapshot, the attendance snapshot, and the year-end graduation and dropout snapshot.

Choice schools must regularly update the data in the school's SIS to flow through to the state WISEdata system. Schools must also regularly review the school's data quality metrics in the WISEdata system to ensure the data is complete and accurate.

The school's data must be complete and accurate prior to each of the four snapshots.

It is very important that the data reported each year by Choice schools is complete and accurate, because the data is used in the school's current year report card(s) and in future years to calculate growth.

## DPI's WISESupport Team

- WISEdata information can be accessed from the Private School Choice Program homepage by clicking "SIS – WISEdata" on the left menu bar.
- Choice schools should contact DPI's WISE Support Team with any questions using the WISESupport Help Request Form.

Choice schools can access DPI's SIS-WISEdata webpage from the Private School Choice Program homepage.

Choice schools should contact DPI's WISE Support Team with any questions related to WISEids, the WISEdata portal, the Choice data elements, and snapshots. Choice schools contact the WISE Support Team by entering a WISE Support Help Request Form located on the help menu of the WISEdata homepage.

The DPI WISE Support Team will provide guidance to new Choice schools regarding timelines and steps that need to be completed to exchange data with the state WISEdata system.

## SIS, WISEdata and Report Cards - School Staff

- New Choice schools should plan to allocate staff resources to:
  - Select a SIS vendor.
  - Implement a SIS Vendor system.
  - Establish communication and data flow between the school's SIS and the WISEdata portal.
- All Choice schools should plan to allocate staff each year to:
  - Maintain a SIS Vendor system and data flow between the school's SIS and the WISEdata portal.
  - Load and maintain student data in the SIS.
  - Obtain WISEids for students in the school's SIS.
  - Review data validation messages in the WISEdata portal.
  - Review report cards in SAFE.

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Choice schools should plan for and allocate school staff resources for the SIS, WISEdata, and Report Card work each year. DPI's WISE Support Team and Report Card Team will provide guidance to Choice schools regarding timelines and steps that need to be done to complete this work. These teams will communicate with Choice schools via email and/or user group webinars.

New Choice schools will need to:

- Select a SIS vendor.
- Implement and maintain a SIS Vendor system.
- Establish communication and data flow between the school's SIS and the WISEdata portal.

As mentioned earlier in the presentation, new Choice schools must have an operational SIS vendor capable of exchanging data with the state WISEdata system prior to the first day of school of the school year in which a school first participates in the PSCP. Schools should not delay in starting a SIS project as this work can take several months to complete.

Additionally, all Choice schools each year will need to:

- Maintain a SIS Vendor system and the data flow between the school's SIS and the WISEdata portal.
- Load and maintain student data in the SIS.
- Obtain WISEids for students in the school's SIS.
- Review data validation messages in the WISEdata portal.
- Review report cards in SAFE.

It is very important that school's prioritize and complete this work on a timely basis. Schools must ensure the data reported is complete and accurate prior to each of the snapshots as this data is used in the school's current year report card(s) and in future years to calculate growth.

## SIS, WISEdata, and Report Cards – Data Flow

- Schools regularly update SIS student data to flow to WISEdata.
- Schools regularly review data quality metrics in WISEdata.
- DPI takes snapshots of the student data in WISEdata, which is used with the student assessment data, to create report cards.
- Schools review report cards in SAFE.
- Report cards released to public.

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In closing, we will review the flow of the student data starting from the school's SIS through to the report card created for the school.

As discussed on the previous slide, each Choice school is responsible for the work of gathering the student data and completing the entry of the student data into the school's SIS. Choice schools must regularly update the data in the school's SIS to flow through to the state WISEdata system. Schools must also regularly review the school's data quality metrics in the WISEdata system to ensure the data is complete and accurate.

DPI will take four separate snapshots of the data sent by Choice schools: the 3rd Friday September snapshot, the assessment demographic snapshot, the attendance snapshot, and the year-end graduation and dropout snapshot. Snapshot date is December 4<sup>th</sup>, 2018.

Each fall following the reporting of the data for the prior school year, schools are given the opportunity to review the report cards prior to the public release.

It is very important that the data reported by Choice schools is complete and

accurate, because the data is used in the school's current year report card(s) and in future years to calculate growth.

All Choice schools must submit secure attendance, graduation and demographic data for Choice students. Choice schools who opt to have a Private School - All Students Report Card will also submit this data for non-Choice students. This student data that flows from the school's SIS, along with student-level assessment data, will be used to create the annual school report cards mandated by the state legislature.

Choice schools that fail to meet these requirements may not receive their PSCP payments.

## Questions

Website: <http://dpi.wi.gov/sms/choice-programs>

Email: [privateschoolchoice@dpi.wi.gov](mailto:privateschoolchoice@dpi.wi.gov)

Phone: 1-888-245-2732 ext. 3



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If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at [privateschoolchoice@dpi.wi.gov](mailto:privateschoolchoice@dpi.wi.gov), or call the toll-free number at 1-888-245-2732, extension 3 with questions.